



INTRODUCTION

INTRODUCTION TO VOLUNTARY PROTECTIONS PROGRAMS (VPP)

Name of Presenter: Michael D. Basnight

Logistics Solutions for
the Warfighter

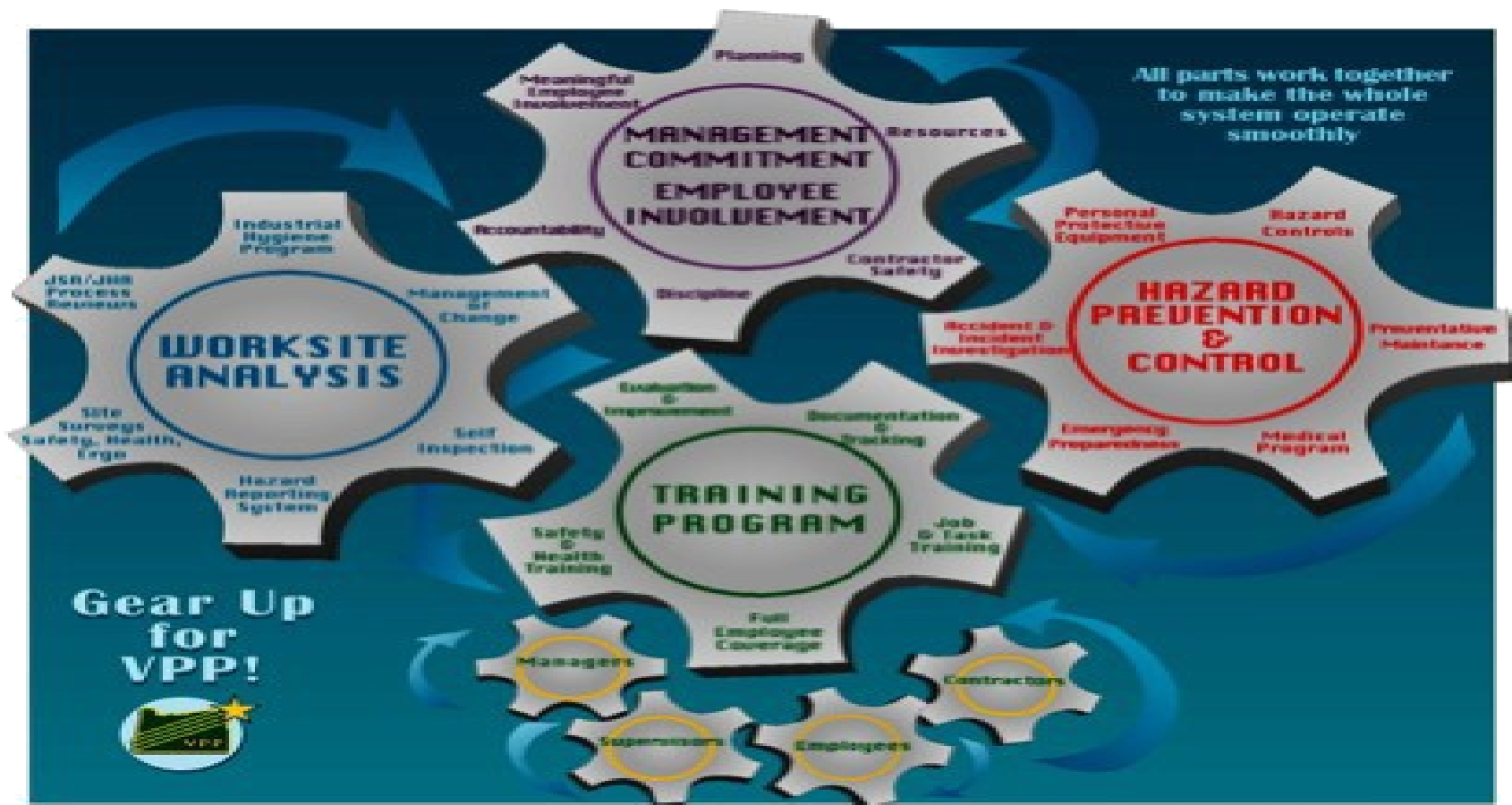


WHAT IS VPP?

- VPP is a process, a culture, not an inspection.
- There are four main elements to this process:
 - Management Leadership and Employee Involvement
 - Work Site Analysis
 - Hazard Prevention and Control
 - Safety and Health Training.



ELEMENTS OF VPP



Logistics Solutions for
the Warfighter



MANAGEMENT LEADERSHIP

- Managers must provide visible leadership by:
 - Establishing clear lines of communication for safety and health policies
 - Creating an environment that allows for reasonable employee access to top site management
 - Clearly defining responsibilities, goals, and objectives
 - Setting example of safe and healthful behavior
 - Ensuring all workers, including contractors, have high quality safety and health protection.

Logistics Solutions for
the Warfighter



EMPLOYEE INVOLVEMENT

- The site culture must enable meaningful employee involvement:
 - Participation in committees, audits, investigations, work area self inspections, job hazard analyses, etc.
 - Awareness of VPP site participation
 - Hazard reporting
 - Receive feedback - suggestions, hazard reports, etc.
 - Safety training
 - Demonstrate understanding of basic principles of VPP.



CONTRACT WORKERS

- VPP site contractor programs must include a documented oversight and management system that ensures the contractor's site employees are provided effective protection.
- VPP sites are expected to encourage contractors to develop effective safety and health program management systems.



Logistics Solutions for
the Warfighter



WORKSITE ANALYSIS

- Work Site Analysis includes:
 - Baseline Safety/Health Hazard Analyses
 - Ongoing Hazard Analysis
 - Pre-use Analysis (materials/processes)
 - Documenting and Use of Hazard Analyses
 - Routine Inspections / Self Inspections
 - Employee Hazard Reporting System
 - Industrial Hygiene
 - Accident/Incident Investigations
 - Trend Analysis.





HAZARD PREVENTION AND CONTROL

- Hazard Prevention and Control includes:
 - Access to qualified Safety/IH professionals
 - Control hierarchy (engineering, administrative, work practice, Personal Protective Equipment (PPE))
 - Preventive/predictive maintenance to keep equipment from becoming hazardous
 - Access to medical/health professionals for physicals, treatment, first aid, CPR, etc.
 - Emergency systems (response, training, drills, critiques)
 - Controls are understood, followed, and enforced.

Logistics Solutions for
the Warfighter



SAFETY AND HEALTH TRAINING

- Safety and Health Training includes:
 - VPP concepts
 - Employee rights under OSHA
 - Responsibilities of managers, supervisors, workers
 - Recognizing hazardous conditions
 - Signs and symptoms of workplace related illnesses
 - Job specific training – for example:
 - Job hazard analysis / protective measures
 - Work area inspection / self-inspection
 - Mishap investigation.
 - Site hazards and protective measures
 - Emergency evacuation procedures.



Logistics Solutions for
the Warrior



JOB HAZARD ANALYSIS

Marine Corps Logistics Base – Albany Job Hazard Analysis

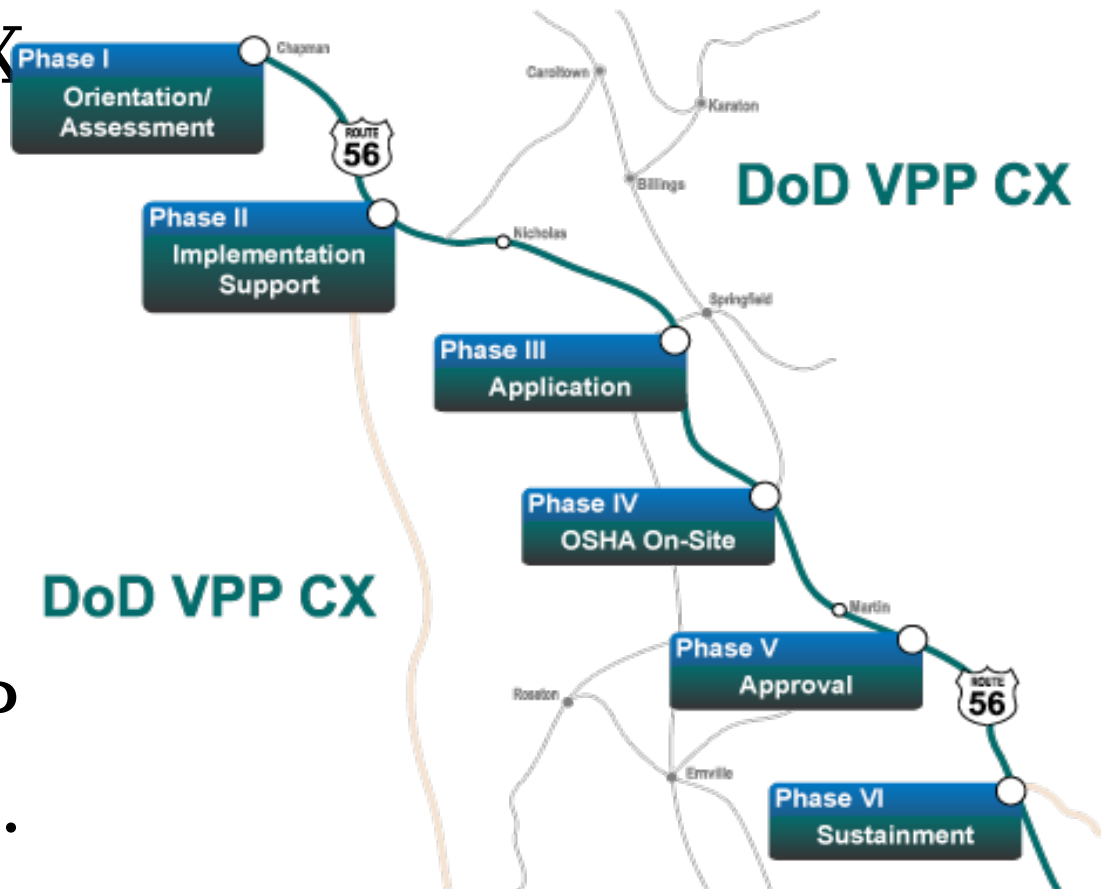


| | | |
|---|--|---|
| SPECIFIC TASK ANALYZED: Office Work, General | DIVISION: MAINTENANCE CENTER | JHA No. MCA-VI-2400-P004 |
| DATE ACCOMPLISHED: 14 Mar 2009 | REQUIRED PERSONAL PROTECTIVE EQUIPMENT TO PERFORM THE TASK: As required. | |
| JOB HAZARD ANALYSIS PERFORMED BY: MCA VPP Worksite Analysis Team | CERTIFIED BY (NAME & TITLE): Charlie Hood, Mgr, SDR Br. (Signature on File) | DATE CERTIFIED: 15 Apr 2009 |
| Sequence of Basic Task Steps | Potential Hazard or Accident | Recommended Action to Prevent Accident or Eliminate Hazard |
| NOTE: Before starting work refer to JHA's for lifting, Computers, Printers, Copiers and Shredders. 1. Lifting and carrying items. 2. Opening file cabinets and drawers. 3. Paperwork. 4. Using various office chemicals. 5. Ergonomics. | NOTE: Potential injury to hands, eyes, and back. 1a. Muscle strain/injury. 1b. Slips. 1c. Trips. 1d. Falls. 2a. Open drawers, sharp edges or corners; file cabinet topples over. 3a. Paper cuts. 4a. Eye, skin or respiratory irritation, allergic response. 5a. Muscle strain or soft tissue injury. | NOTE: Refer to JHA #'s P128 and E084. 1a.1. Use proper ergonomics/techniques when lifting heavy objects get assistance or use mechanical devices (dolly or cart). 1b.1. Slow down, watch for spills. 1c.1. Maintain clear passage, watch for obstacles in path, secure loose items. 1d.1. Use appropriate equipment for standing on (ladder, step stool), do not run upstairs, do not overload yourself. 2a.1. Maintain adequate area to open drawer, close drawer completely as soon as finished. 2a.2. Only open one file cabinet drawer at a time. 3a.1. Be careful handling edges of paper, if cut immediately clean wound and apply a bandage. 4a.1. Read and follow all instructions regarding proper use; if allergic reaction or irritation occurs report to supervisor so chemical can be replaced with safer material. 5a.1. Bend at the knees and lift w/legs and not the back, sit properly in chair or roll chair to retrieve items, stand up and stretch periodically during the day. |



VPP CENTER OF EXCELLENCE DOD VPPCX – “BECOMING A STAR SITE.”

- The DoD VPP CX “Success Roadmap” consists of six process phases to assist nominated sites in achieving VPP Star recognition.



Logistics Solutions for
the Warfighter



PHASE I – ORIENTATION AND ASSESSMENT

- Orientation/Engagement
 - Provide an overview of VPP and the DoD VPP CX
 - Engage key stakeholders in site VPP efforts
 - Conduct a Safety Perception Survey
 - Begin VPP familiarization training.
- Assessment
 - Conduct a baseline assessment of the site
 - Provide the site with a gap analysis and initial action plan
 - Reinforce familiarization with electronic tools provided by the DoD VPP CX.



VPP CX ONSITE EVALUATION ASSESSMENT

- Evaluation consists of:
 - ☑ - Opening Conference
 - ☑ - Document Review
 - ☑ - Walkthrough of Worksite
 - ☑ - Employee and Management Interviews
 - ☑ - Gap Analysis and Action Plan Report
 - ☑ - Closing Conference.
- Intended to mirror an OSHA on-site.



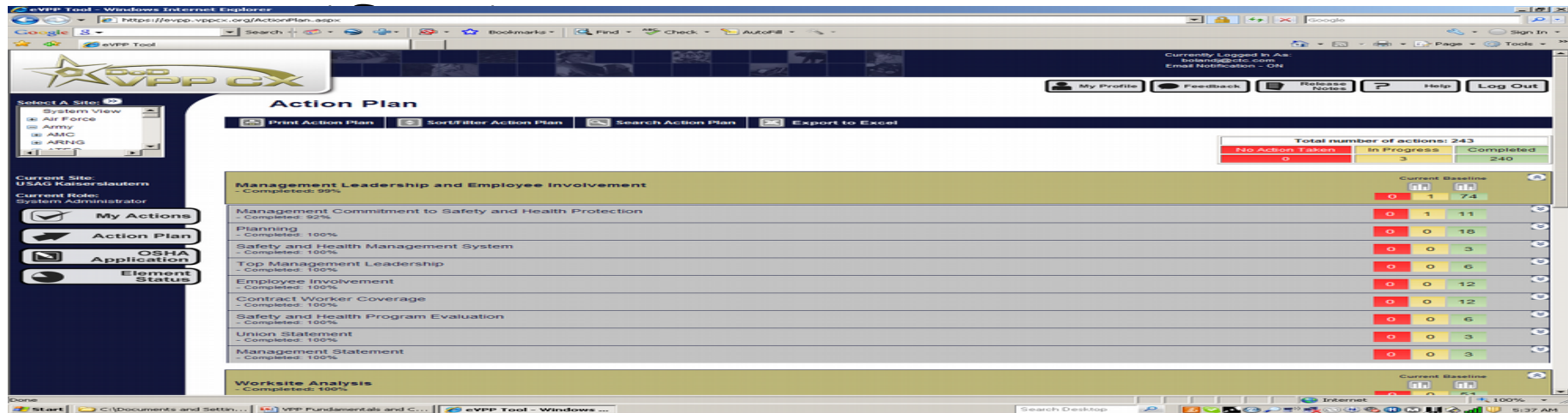
ONSITE / WALK-THROUGH

- The onsite walkthrough differs from an inspection
 - Assess policy vs. practice in representative areas
 - Note best practices and significant hazards
 - Conduct informal interviews in employee work areas.



GAP ANALYSIS REPORT

- The objective of the gap analysis is to develop an action plan which:
 - Identifies unmet VPP requirements
 - Serves as roadmap to obtain VPP



Logistics Solutions for
the Warfighter



GAP ANALYSIS CONTENTS

- The gap analysis will cover:
 - Injury data (last three years)
 - Management Leadership
 - Employee Involvement
 - Policies and procedures
 - Existing programs vs. OSHA VPP criteria.
- VPP implementation gaps are Normal and Expected.



GAP ANALYSIS FORM

| Element | Stage I | STATUS | COMMENTS |
|---|---|-----------------|--|
| WORKSITE ANALYSIS | | | |
| 1. Baseline Safety and Industrial Hygiene Hazard Analysis - Actions Required | | | |
| Element | Stage I | | |
| Baseline Safety and IH Hazard Analysis | 1. Conduct a baseline safety and industrial hygiene hazard analysis to establish initial levels of exposure (baselines) for comparison to future levels, so that changes can be recognized. This study should include a review of previous accidents, injuries, and illnesses; complaints of workplace hazards; previous studies, etc. | Completed | Evidence: Command Core (for IH) and Annual Internal and periodic External Safety Inspections |
| Baseline Safety and IH Hazard Analysis | 2. Ensure that the baseline survey: a) Identifies and documents common safety hazards in the site and how they are controlled, b) Identifies and documents common health hazards in the site to determine if further sampling is needed, c) Identifies and documents safety and health hazards that need further study, d) Covers the entire work site, indicating who conducted the survey, and when it was completed. | Completed | |
| Baseline Safety and IH Hazard Analysis | 3. Repeat the baseline survey only if warranted by significant changes (eg, changes in processes, equipment, hazard controls, etc). | No Action Taken | Demonstrate the process that triggers a repeat of a baseline survey in response to changes resulting from LEAN events, for example |

Logistics Solutions for
the Warfighter



THREE STAGES OF PROGRAM MATURITY

- Gap analysis parallels the three stages of the formal OSHA Challenge process
- Stages require progressively increasing depth:
 - Stage 1: Initial development of policies, procedures, and programs
 - Stage 2: Communicate to site, train personnel, implement
 - Stage 3: Full implementation, continuous improvement.



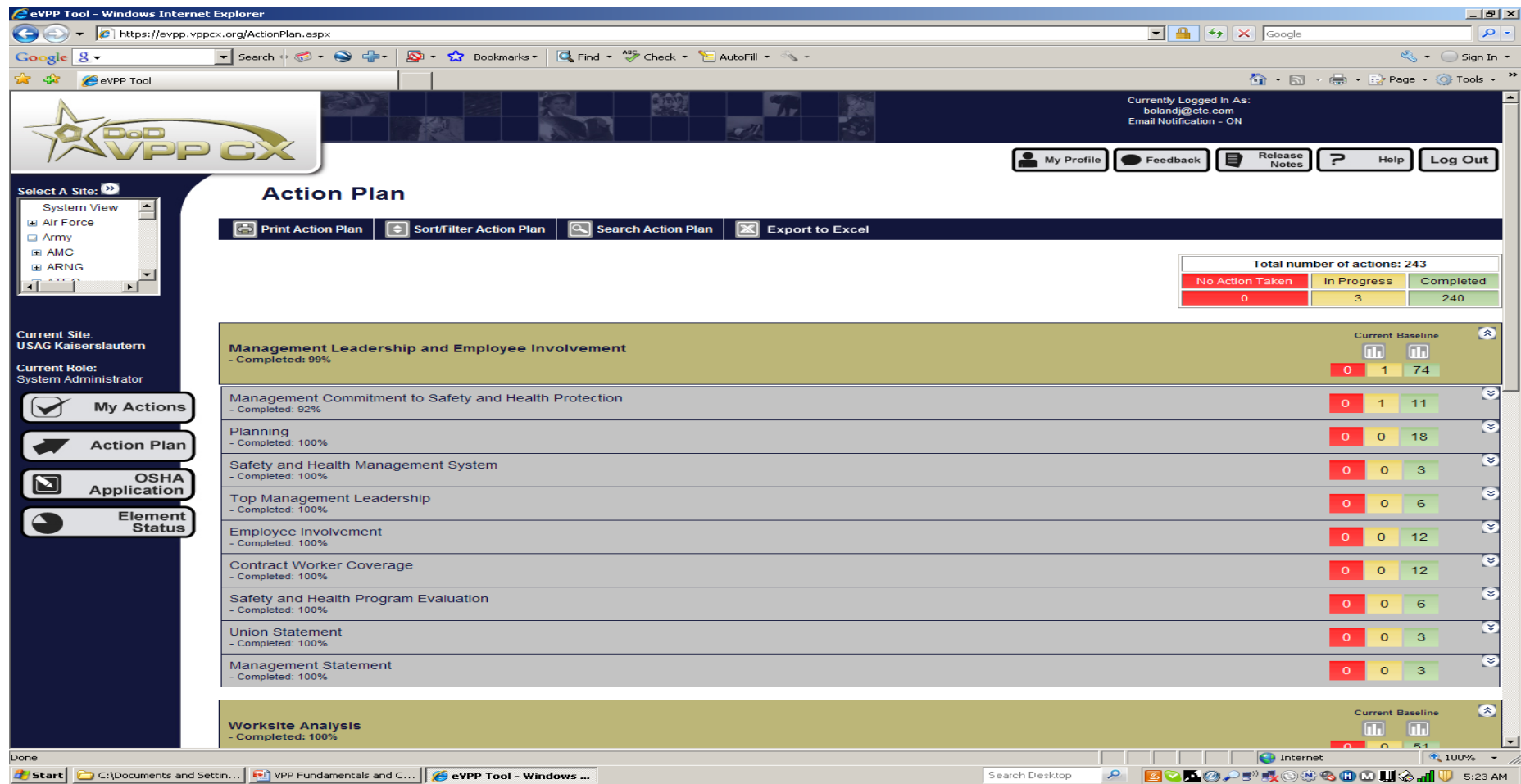
PHASE II – IMPLEMENTATION SUPPORT

- DoD CX Support Includes:
 - VPP Gap Analysis / Action Plan
 - Access to subject matter experts-“Implementation Leads”
 - Additional support and implementation for selected installations
 - Finding a mentor
 - Access to webinars, workshops, training, videos, best practices, tools, etc. through <http://www.vppcx.org>
 - Progress reporting to Major Commands
 - VPP e-Tool application development
 - Pre-OSHA evaluation support with Mock Audit visit.

Logistics Solutions for
the Warfighter



WEB-BASED ACTION PLAN REPORT

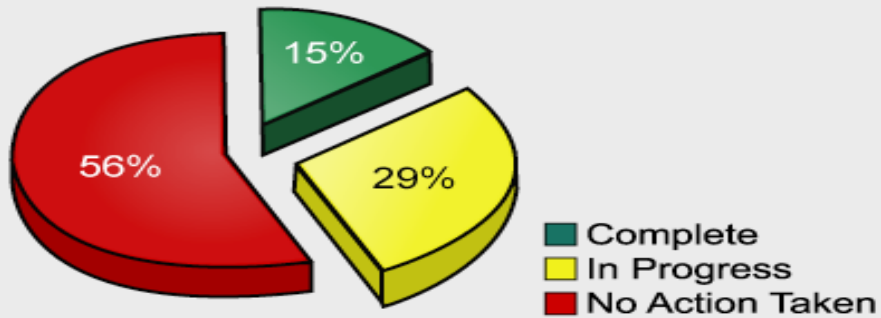


Logistics Solutions for
the Warfighter

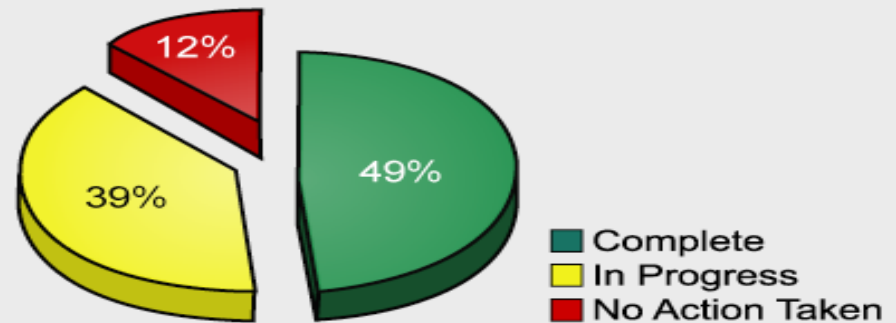


GAP ANALYSIS GRAPHIC SUMMARY REPORT

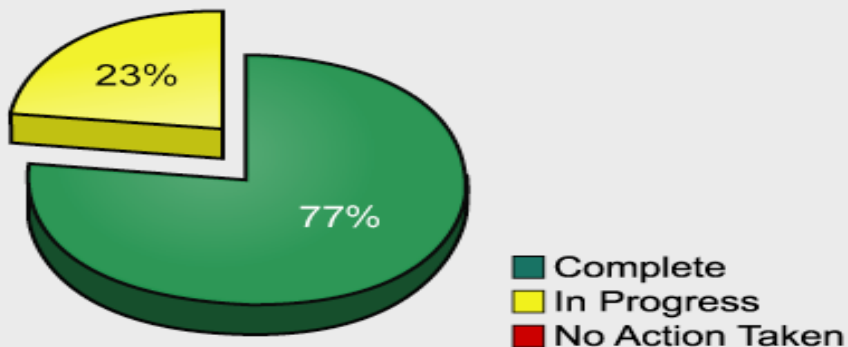
Management Leadership & Employee Involvement



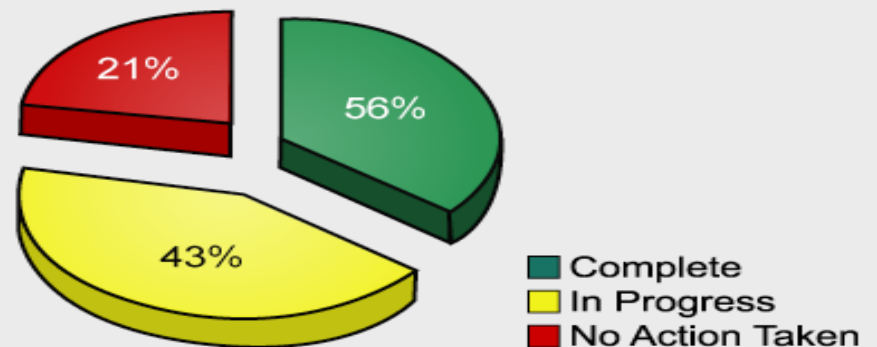
Worksite Analysis



Hazard Prevention & Control



Safety & Health Training





PHASE III - APPLICATION

- The Application e-Tool: – Provides an on-line document filing system for each required application element.
- – Reviewed by HQ and DoD VPP CX subject matter experts.

The screenshot displays the eVPP Tool interface within a Windows Internet Explorer browser. The address bar shows the URL: <https://evpp.vppcx.org/OSHAApplication.aspx>. The page features a header with the "DoD VPP CX" logo and a navigation bar with links for "My Profile", "Feedback", "Release Notes", "Help", and "Log Out". The main content area is titled "OSHA Application" and includes a sidebar with a "Select A Site" dropdown menu and a "Current Site" section. The "Current Site" is "USAG Kaiserslautern" and the "Current Role" is "System Administrator". The "My Actions" section includes "Action Plan", "OSHA Application", and "Element Status". The "OSHA Application" form is displayed with a "Site" section containing fields for "Site Name", "Site Address 1", "Site Address 2", "Site City", "Site State", and "Site Zip Code". The "Site Manager" section includes fields for "Site Manager First Name", "Site Manager Last Name", and "Site Manager Title". The "Worksite Analysis" section includes a field for "North American Industrial Classification System (NAICS) Code". The "Hazard Prevention" section includes fields for "Safety & Health Training" and "Assurances". The "Historical Data" section includes a "Next" button and a "Save Current Progress" button. The browser's taskbar at the bottom shows the "Start" button, a search bar, and several open applications including "VPP Fundamentals and C..." and "eVPP Tool - Windows ...". The system clock in the bottom right corner shows "5:34 AM".

Logistics Solutions for
the Warfighter



PHASE IV – OSHA ON-SITE

- The OSHA On-site:
 - CX is available to conduct a “validation” and coaching visit prior to OSHA on-site evaluation.
 - CX will conduct “certification” assessment for overseas OCONUS





OSHA VPP RECOGNITION

- In practice, VPP sets performance-based criteria for a managed safety and health system, invites sites to apply, and then assesses applicants against these criteria. OSHA's verification includes an application review and a rigorous onsite evaluation by a team of OSHA safety and health experts.

OSHA approves qualified sites to one of three programs:

- Star
- Merit
- Star Demonstration: Recognition for worksites that address unique safety and health issues. Sites that make the grade must submit annual self-evaluations and undergo periodic onsite reevaluations to remain in the programs.

Logistics Solutions for
the Warfighter



STAR STATUS

- To attain STAR status within the VPP, workers and management alike must:
- commit long-term; attaining STAR status in the DOD-VPP is not easy and will not happen overnight,
- build on what you currently have in place that works, and
- focus on areas for improvement.



MERIT STATUS

- MERIT status is conferred upon an organization that has implemented the program and has all processes in place with minor deficiencies or gaps that need work.
- OSHA confers MERIT status to those organizations that demonstrate complete acceptance and development of the programs and commit to completion of the minor discrepancies within 12 months.
- MERIT status will lead to STAR status.



PHASE V - APPROVAL

**STAR
WORKSITE**

VP

Partners in Safety and Health
OSHA – Management – Labor

Congratulations!

Logistics Solutions for
the Warfighter



Brief Title



Questions?

**Contact Contracts Department
Safety Rep Ms Nancy Sexton**

Logistics Solutions for
the Warfighter